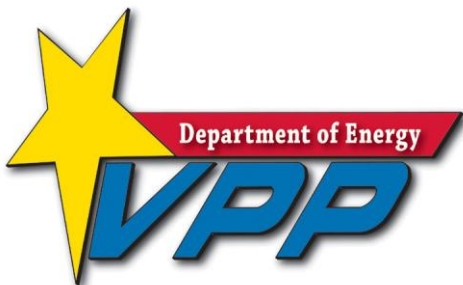


**U.S. Department of Energy
Voluntary Protection
Program (DOE-VPP)
Employee Pocket Guide**



Safety Information

Name:

Employee Zero Accident Council Representative:

Project HAMTC Safety Representative:

Safety & Health Professional:

Manager's Name:

VPP Representative:

Personnel Accountability Aide for my Area:

Emergency Contact Information:

-
- I know how to "Stop Work."
 - I know how to report a safety concern.
 - I know where Material Safety Data Sheets/Safety Data Sheets (MSDSs/SDSs) are kept for hazardous chemicals in my work area.
 - I know where to find the Safety Improvement Plan (SIP).
 - I know where to find my training history.
 - I understand my rights under 10 CFR 851, *Worker Safety and Health Program*.

Journey to VPP "Star"

Driver: John Ciucci

Passenger: John Fulton

Back seat: Irma Rodriguez

Destination STAR

The next step on our SAFETY journey to excellence is to achieve VPP Star Status.

Your role in reaching that goal includes:

- ★ Dedicating yourself to working safely 24/7
- ★ Treating others as you would like to be treated
- ★ Giving your best effort every day
- ★ Challenging the status quo – be willing to innovate
- ★ Supporting each other
- ★ Creating a safe and productive work environment
- ★ Knowing and understanding the processes we have in place to help eliminate injuries
- ★ Identifying safety concerns and participating in a resolution
- ★ Becoming involved by participating on a work planning team, by being part of an EZAC/PZAC, or by simply helping someone work safely.



CH2MHILL
Plateau Remediation Company

John Fulton, President & CEO
CH2M HILL Plateau Remediation Company-
Voluntary Protection Program

The U.S. Department of Energy (DOE) Voluntary Protection Program (VPP) is used to recognize safety performance that exceeds the Occupational Safety & Health Administration (OSHA)/DOE minimum standards. In 2011, you achieved recognition with VPP Merit Status, which recognizes a safety program that needs time to improve and mature. You have all worked hard over the past year to improve our safety performance and the health of our safety programs. Your success shows in our improving safety rates!

The next step on our journey to excellence is to achieve VPP Star Status. Achieving VPP Star Status will validate our excellent performance and our dedication to working safely 24/7. Over the next several months, I encourage every one of you to become involved not only by working safely, but also by helping on a work planning team, being part of an Employee Zero Accident Council (EZAC), or by simply helping someone work safely. I also expect our management team to double their efforts to create a safe and productive work environment.

You will also continue to see and hear communications regarding VPP and how each of us can participate. I encourage you to share with your teams the weekly Safety Tailgate, Thinking Target Zero bulletins, InSite video clips, and Weekly Update for the latest news and progress in safety. Together, we will be reminded about opportunities for employee involvement, how managers provide leadership and support, and whom to contact for more information to expand your personal role.

Worker's Bill of Rights

The Worker's Bill of Rights







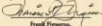



Every employee performing work on the Hanford Site has the following guaranteed rights, without fear of reprisal:

1. The RIGHT TO HAZARD INFORMATION associated with work tasks, provided in a timely manner;
2. The RIGHT TO CONTRIBUTE to job hazard analysis, employee job task analysis, accident investigations, pre job planning, workplace inspections, assessments, safety meetings, safety committee activities, special task teams, policy/procedure development, safety training, safety goals and objectives, etc.
3. The RIGHT TO FILE A COMPLAINT with the Employer or request DOE Field Office to request a work place inspection or otherwise address a safety or health concern.
4. The RIGHT TO REFUSE OR STOP WORK based on identified safety and health hazard has been effectively corrected or abated.
5. The RIGHT TO PERSONAL PROTECTIVE EQUIPMENT provided by the company as required by the hazards associated with the activity or work location.
6. The RIGHT TO IDENTIFY error processes and error likely situations related to work tasks and conditions, PRACTICE error reduction techniques, and PARTICIPATE in activities designed to enhance human performance related issues.
7. For all employees, and where applicable in accordance with the Collective Bargaining Unit Agreements:
 - The RIGHT TO ACTIVELY PARTICIPATE in Voluntary Protection Program Initiatives.
 - The RIGHT TO BE CONSIDERED for participation with safety committee activities.
8. The RIGHT TO PERSONAL EXPOSURE MONITORING for toxic materials and harmful physical agents and access to the records of acquired monitoring, history, and exposure data.
9. The RIGHT TO BE INFORMED about results of accident investigations and workplace inspections.
10. The RIGHT TO ACCESS personal safety and health records.

These rights are guaranteed and it is the responsibility of management, employees and unions to uphold these rights and report those that violate them for their personal safety or the safety of others. These rights shall be communicated to all employees including subcontractor employees and shall be posted conspicuously.

This policy has been endorsed by the leadership of the Hanford Site DOE, Contractors and Bargaining Units.

HANFORD LEADERSHIP TEAM

 David A. Brockman, Manager U.S. Department of Energy Richland Operations Office	 Stephen J. Oltgen, Manager U.S. Department of Energy Office of River Protection	 Michael J. Wein, Manager U.S. Department of Energy Pacific Northwest Site Office
 David E. Molten, President Hanford Atomic Mend Trade Council	 Dave Davis, President Central Washington Building and Construction Trades Council	 Ed Pacheco, President Hanford Council Union
 John G. Lohren, President and Chief Executive Officer CH2M HILL Plutonium Remediation Company	 Charles G. Spencer, President Washington River Protection Solutions, LLC	 Michael Khan, Laboratory Director Pacific Northwest National Laboratory
 Neil N. Brown, President Washington Closure Hanford, LLC	 Frank Ramm, Project Director Battelle National, Inc.	 Frank Figueroa, Manager Mission Support Alliance
 George Baume, Principal Manager Advanced/Med Hanford Occupational Health Services	 Jon Huang, President Advanced Technologies and Laboratories International, Inc.	 Patrick A. Whelan, Site Manager Johnson Controls Government Systems, LLC

Source: OSHA 3092-1087, Worker Safety Section & Worker Bill of Rights
December 1989

Stop Work




Every employee has the responsibility and authority to stop work, decline to perform an assigned task, and to discuss and resolve work and safety concerns without fear of reprisal. Stop Work may include discussions with co-workers, supervisors, or safety representatives that resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.

Worker's Bill of Rights

Every employee performing work on the Hanford Site has rights without fear of reprisal. It is the responsibility of management, employees, and unions to uphold these rights and respect those that invoke them for their personal safety or the safety of others.

The following rights have been endorsed by CH2M HILL Plateau Remediation Company (CHPRC) and the leadership of the DOE Hanford Site, Contractors, and Bargaining Units.

Every Employee has the Right To:


1. HAZARD INFORMATION associated with work tasks
2. CONTRIBUTE
3. FILE A COMPLAINT
4. REFUSE OR STOP WORK 
5. PERSONAL PROTECTIVE EQUIPMENT
6. IDENTIFY, PRACTICE, and PARTICIPATE in activities designed to minimize human performance related events
7. ACTIVELY PARTICIPATE in Voluntary Protection Program (VPP) Initiatives
8. BE CONSIDERED for participation with safety committee activities
9. PERSONAL EXPOSURE MONITORING
10. BE INFORMED about results of investigations and inspections
11. ACCESS personal safety and health records



U.S. Department of Energy Voluntary Protection Program

Introduction

The U.S. Department of Energy (DOE) created the Voluntary Protection Program (VPP) to recognize and encourage excellence in occupational safety and health protection. This program closely parallels the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) VPP, which was adopted on July 2, 1982. It has demonstrated that cooperative action among government, industry, and labor can achieve excellence in worker health and safety.

Participation in DOE-VPP is strictly voluntary.  Any participant may withdraw from the program at any time.

DOE-VPP is designed to apply to all contractors in the DOE complex.

Requirements for participation are based on comprehensive management systems with employees actively involved in assessing, preventing, and controlling the potential health and safety hazards at the site.

VPP is not a safety program or a replacement for ISMS or any other safety and health program. It is a recognition program that encourages a creative stretch for excellence through systematic approaches and cooperative efforts involving managers, employees, and DOE.

History—When Did VPP Begin?

1979—California began experimental program

1982—OSHA formally announced the VPP and approved the first site

1985—VPP Participants Association (VPPPA) begins hosting an Annual VPP conference

1994—DOE adopted VPP 

1998—Federal worksites became eligible for VPP

2012—Over 3,000 Federal, DOE and State-Plan sites participate in VPP

DOE-VPP consists of three programs: Star, Merit, and Demonstration.

The Star Program is the core of DOE-VPP. This program is aimed at truly outstanding protectors of employee safety and health and is a model for other members of its industry.

The Merit Program is a steppingstone for contractors and subcontractors that have good safety and health programs but need time and DOE guidance to achieve Star status.

The Demonstration Program is expected to be used rarely. This program allows DOE to recognize existing achievements in alternative situations.

Unionized Sites

The authorized agent(s) of collective bargaining must either sign the application or submit a signed statement indicating support of participation in the program. Without such concurrence, DOE will not approve program participation.

10 CFR 851 and 10 CFR 835 Non-Compliance Corrections

No contractor application shall be approved for DOE-VPP participation unless all non-compliances related to worker safety and health have been corrected and cleared through DOE.

Underreporting of Accidents, Injuries, or Illnesses

No contractor application shall be approved for DOE-VPP participation if there is evidence that award or incentive programs discourage or appear to discourage reporting of accidents, injuries, or illnesses.

Injury and Illness Rates

The average for both Days Away Restricted Transfer (DART) case rates and Transfer Restricted Case (TRC) rates for the most recent 3-year period must be at or below the most recent specific industry national average (at the North American Industry Classification System [NAICS]) published by the Bureau of Labor Statistics (BLS).

Term of Participation

The term of participation in the Star Program is unlimited, contingent upon continued favorable triennial re-evaluation.

The DOE -VPP has 5 basic Elements and 30 sub-elements.

I. Management Leadership

1. Commitment
2. Organization
3. Responsibility
4. Accountability
5. Resources
6. Planning
7. Contract Workers
8. Program Evaluation
9. Site Orientation
10. Employee Notification



II. Employee Involvement

1. Degree and Manner of Involvement
2. Safety and Health Committees

III. Worksite Analysis

1. Pre-Use/Pre-Startup Analysis
2. Comprehensive Surveys
3. Self-Inspections
4. Routine Hazard Analysis
5. Employee reporting of Hazards
6. Accident Investigations
7. Trend Analysis

IV. Hazard Prevention and Control

1. Professional Expertise
2. Safety and Health Rules
3. Personal Protective Equipment
4. Preventative Maintenance
5. Emergency Preparedness
6. Radiation Protection Program
7. Medical Programs
8. List of Occupational Safety and Health Programs

V. Safety and Health Training

1. Employees
2. Supervisors
3. Managers



Management Leadership

Driver: Moses Jaraysi

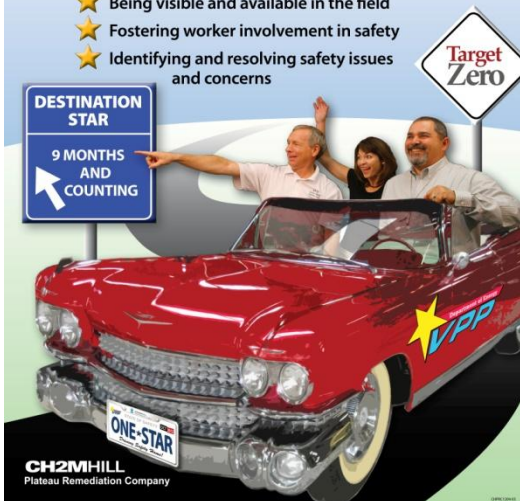
Passenger: Bill Engel

Back seat: Kimberly Tebrugge

Destination STAR

Management Leadership is essential for integrating safety into management and work practices at all levels. Some examples include:

- ★ Communicating CHPRC goals and objectives
- ★ Demonstrating their commitment to safety
- ★ Communicating CHPRC safety values, expectations and policies
- ★ Being visible and available in the field
- ★ Fostering worker involvement in safety
- ★ Identifying and resolving safety issues and concerns



I. Management Leadership

Management leadership is a key element of obtaining and sustaining an effective safety culture. The contractor must demonstrate senior-level management commitment to occupational safety and health in general, and to meeting the requirements of DOE-VPP.

Management systems for comprehensive planning must address health and safety requirements and initiatives. As with any management system, authority and responsibility for employee health and safety must be integrated within the management system of the organization and must involve employees at all levels of the organization.

Elements of management systems must include clearly communicated policies and goals, clear definition and appropriate assignment of responsibility and authority, adequate resources, and accountability for both managers and workers. Managers must be visible, accessible, and credible to employees.



Employee Involvement

Driver: Theresa Poston

Passenger: Dave Levinskas

Back seat: Jill Molnaa

Destination STAR

Employees at all levels must be involved in safety and health programs and in decisions that affect employee health and safety. Get involved by:

- ★ Participating in safety programs and committees (e.g. EZAC, PZAC, VPP)
- ★ Identifying and resolving hazards (e.g. AJHA, logbooks)
- ★ Contributing to pre- and post-job briefings
- ★ Participating in your Safety Improvement Plan (SIP) goals
- ★ Attending the Safety Expo, Health Fairs and Conferences



CH2M HILL
Plateau Remediation Company

II. Employee Involvement

Employees at all levels must be involved in the structure and operation of the Safety and Health Program and in decisions that affect employee health and safety.

Employee participation requirements may be met in a variety of ways as long as employees are able to participate actively and meaningfully in the identification and resolution of health and safety problems. Examples of participation include:

1. Safety committees 🏈
2. Safety observers
3. Ad hoc health and safety problem-solving groups
4. Health and safety training of other employees
5. Analysis of job hazards
6. Committees that plan and conduct health and safety awareness programs



Construction Applicants

Construction sites must use the labor-management safety committee* approach to involve employees in the identification and correction of hazardous activities and conditions because of the seriousness of the hazards, changing worksite conditions, expanding and contracting workforce, and high turnover rates. DOE sites conducting active demolition or deconstruction activities should consider using this approach as well. The contractor must be able to demonstrate that the site has a joint labor-management committee for health and safety. 🏈

The joint committee must be allowed to:

1. Observe or assist in the investigation of major accidents
2. Have access to all relevant health and safety information
3. Have adequate training to recognize hazards, with continued training

* The committee must meet at least monthly, keep minutes of the meetings, and have a quorum consisting of at least half the members of both craft workers and management.



Worksite Analysis

Driver: John Hendry

Passenger: Tom Bratvold

Back seat: Mike Hupp

Destination STAR

*Effective management of worker safety and health involves **worksite analysis** to identify existing hazards, conditions and practices for activities. Unplanned changes could create additional hazards. Get involved by participating in:*


- ★ Pre & post job reviews
- ★ Hazard identification and resolution
- ★ AJHAs
- ★ Mock-ups
- ★ Performing assessments
- ★ Comprehensive surveys
- ★ Safety and health inspections
- ★ Accident/incident investigations



CH2MHILL
Plateau Remediation Company

III. Worksite Analysis

Management of health and safety programs must begin with a thorough understanding of all hazards that might be encountered during the course of work, and the ability to recognize and correct new hazards.

Effective safety programs also integrate feedback from workers regarding additional hazards that are encountered. 

All planned, new, or newly acquired facilities, equipment, materials, and processes should be analyzed before they are used to determine potential hazards and to plan for prevention or control.



Hazard Prevention & Control

Driver: David Edwards

Passenger: Kim Roueché

Back seat: Mark Whitten

Destination STAR

Eliminating hazards from your job, preventing new hazards, and controlling known hazards are fundamental parts of the company's safety program.

Examples of Hazard Prevention and Control:

- ★ Understanding and following safety and health rules
- ★ Having access to certified professionals
- ★ Performing comprehensive surveys by professionals
- ★ Using Hazard Correction tracking systems
- ★ Performing emergency drills
- ★ Having preventative maintenance programs in place



IV. Hazard Prevention and Control

Once hazards have been identified and analyzed, they must be eliminated (by substitution or changing work methods) or addressed by the implementation of effective controls (engineered controls, administrative controls, and/or Personal Protective Equipment [PPE]).

Certified Industrial Hygienists, Certified Safety Professionals, Safety Engineers, Fire Protection Engineers, Certified Occupational Physicians, and Certified Occupational Health Nurses must be available as needed, based on the potential risks at the site.



Safety & Health Training

Driver: CinD Hayes

Passenger: Vicki Bogenberger

Back seat: Frank Vargas

Destination STAR

*Effective **safety and health training** is an important element in accident prevention. It is extremely important to renew annual training prior to expiration.*

Safety and health training may include:

- ★ New employee orientation
- ★ HGET/CGET – completed annually
- ★ Task specific training
- ★ Safety meetings and briefings (e.g., Plan of the Day, Tailgate, PZAC, VPP)
- ★ Safety bulletins, posters, Thinking Target Zero
- ★ Lessons learned

DESTINATION
STAR

5 MONTHS
AND
COUNTING




Target
Zero



V. Safety and Health Training

Managers, supervisors, and employees must know and understand the policies, rules, and procedures established to prevent exposure to hazards. Training for safety and health must ensure that responsibilities are understood, that personnel recognize hazards they may encounter, and that they are capable of acting in accordance with management expectations and approved procedures.


Annual Safety and Health Program Evaluation

A system must be in place for evaluating the success of the safety and health program and in meeting the goals and objectives so those responsible can determine and implement any needed changes. 

1. The system must provide for an annual written, narrative report, including recommendations for improvements and documented timely follow-up.
2. The evaluation must assess the effectiveness of each element and sub-element.
3. The evaluation may be conducted by competent corporate or site personnel, or by a third party from the private sector. It is due to DOE-Headquarters (HQ) by February 15th of each year.

Benefits

Statistical evidence shows that there are numerous benefits to those participating in VPP. The average VPP worksite reports a lost/restricted workday case rate that is 50% below the average for its industry. Additional benefits to DOE and participating contractors include:

1. Improved Injury/Illness Rates 
2. Reduced Worker Compensation costs
3. Reduced litigation costs relating to worker injury/illness
4. Improved compliance
5. Improved employee morale
6. Improved communication between management and employees
7. Increased employee and management involvement in health and safety-related matters
8. Increased productivity and profits
9. Improved public relations

Participation in the DOE-VPP is Voluntary


Compliance with DOE Orders and applicable Federal, State, and local laws remains mandatory. When contractors achieve DOE approval for participation in DOE-VPP, the following ground rules apply.

1. **All valid** employee complaints that occur at DOE-VPP approved sites are still subject to normal DOE oversight proceedings.
2. **Any incidents** at DOE-VPP approved sites, which are normally reportable under DOE Orders and policies (e.g., emergencies, unusual occurrences, off-normal events, non-compliances, and violations), will be handled in accordance with specified DOE procedures. This includes all fatalities and catastrophes.
3. **Incentive programs** offered to workers by the contractor will not discourage or appear to discourage reporting of injuries, illnesses, or safety concerns by workers.




Onsite Review

The Onsite Review is carried out by a team of DOE Headquarters, field staff, and other subject matter experts. The Review consists of an Initial Briefing followed by Documentation review to include:

- 300 OSHA Log Review
- Verification of Line Accountability
- Safety Committee Records 
- Employee Reports of Safety and Health Concerns
- Verification of all Operational Aspects of the Safety & Health Program.

Additional documentation maybe requested

Site Walk Through

- Tour site to understand operations and observe working conditions 
- Conduct informal interviews of randomly selected employees, including subcontractors at worksites, in a confidential manner
- Note and report any hazards identified

Industrial Hygiene Review

Possible problems in work practices include:

- Ventilation
- Storage
- Handling and use of toxic materials
- Emergency equipment
- Respirator use and maintenance
- Radiation and noise protective measures where applicable

Formal Interviews

Management interviews provide team members with information about the site's safety and health program and its oversight system.

Employee interviews gauge the extent of employee awareness and involvement in the safety and health program.

Organized Labor Interviews provide the team with information about the support and involvement of labor.

Team Observations Meeting

Prior to the close-out meeting, the team will meet to review and summarize their observations and recommendations.


Approval Recommendations

The team leader will confirm that all relevant materials have been reviewed, address any unresolved issues, and a team consensus recommendation will be reached.

Draft Report

Site management and representatives review the report for factual accuracy.

Formal Briefing

- Observations and recommendations at the conclusion of the Onsite review
- Team recommendation-Star or Merit 

DOE-VPP Awards Program

This recognition is only for Star participants. To be eligible for recognition, the contractor must demonstrate through its annual report that they meet three fundamental criteria:

1. The site must clearly demonstrate that it is using its annual self-assessment to establish safety and health goals, and that it is achieving those goals.
2. The site must clearly show the extent and effect of the site's mentoring and outreach efforts .
3. The site must have calendar year TRC rates and DART case rates that are significantly better than its comparison industry.

Contractor Awards

To emphasize the fundamental necessity of continued improvement in the protection of workers, DOE will recognize those participants who consistently perform significantly better than their industry counterparts, exhibit excellence in mentoring and community outreach, and establish challenging and effective safety improvement goals.

Award Levels

Superior Star: Sites should approach a recordable incident injury rate that is 50 percent better than the average of others in the same industry code. 🏈


Star of Excellence: Sites should approach a recordable incident injury rate that is 75 percent better than the average of others in the same industry code.

Legacy of Stars: Those sites that have achieved the “Star of Excellence” for a fourth consecutive year shall be awarded the “Legacy of Stars”. The Legacy of Stars award will only be awarded if a DOE-HQ triennial review has been performed in one of those four years.

Individual Awards

DOE-VPP has established the Federal DOE-VPP Champion Award and the Contractor DOE-VPP Champion Award. These awards recognize those individuals that make significant contributions to the success of the program. Contributions include participation locally or on assessment teams at other sites, outreach activities locally or off site, participation at the regional or national level, mentoring activities, or other contributions to the success of the DOE-VPP.

Do you understand the ISMS, EMS, and VPP Wheel?

ISMS: The work planning, execution, and feedback process 

EMS: Comply with laws, permits, contract requirements, procedures, and many other requirements

VPP: Assesses all elements of the Safety & Health Program

Pollution Prevention: Established for recycling paper, plastic, aluminum, cardboard, hardhats, and construction materials

Continual Improvement: One way is through our EMS Objectives and Targets (C2P2)



Statistics indicate employees involved in safety and health programs are less likely to become ill or get injured.

VPP Games

***Only eligible employees that receive
this pocket book can win prizes.***

**Notification will be made when each game
begins or ends.**



This information will be available during Monday morning tailgate meetings, on InSite, through e-mail, and from your VPP game administrator. In this section, you will need to complete the information and turn it into your VPP Administrative Point of Contact (POC). Remember to print your name and contact number on all game forms.

2420 Building	Sara Austin	376-4339
EPC	Christine Sumner	372-3692
DWF&RS	Lora Ketter	373-4467
100K	Ronnie Feil	373-4551
STP	Carolyn Johnson	376-4665
PFP	Lori Derryberry	376-6841
S&GRP	Michelle Toews	376-0877
Safety Org. 2740W	Tami Keas	373-1622

Game 1 - FACT or FICTION VPP Bingo

All Eligible employees will receive one playing card. The card will consist of 25 numbered squares. A bingo can be achieved when 5 numbers are in a row, vertical, horizontal or diagonal as a normal bingo game is played.

Each week at least 5 Bingo numbers will be drawn and listed in the Safety Tailgate, on the VPP webpage, and in Weekly Update blogs. Use these numbers to match your Bingo card.

When you achieve a Bingo, you must also answer the FACT or FICTION questions on the form (obtain the form from your VPP Administrative POC) that correspond to your Bingo card. Circle your answers on your FACT or FICTION form and submit with your bingo card.

Clearly print your name and contact number and turn it in to your VPP administrative POC as soon as possible for verification.

At a minimum, 5 Bingo numbers will be drawn weekly for 4 weeks or until 50 winners are identified. Each of the 50 winners will receive a \$100 gift card.

FACT or FICTION answers can be found in the DOE-VPP procedures. Go to the CHPRC VPP web page, click on the car. Under Helpful Resources, click on the VPP handbook for DOE processes. The answers can be found within the Program Documents, or contact your VPP representative for assistance.

Game 1 - FACT or FICTION VPP Bingo Card

1	13	5	17	39
24	4	22	8	25
11	43	15	37	16
20	14	19	18	12
21	6	23	2	55
<i>Please print clearly</i>				
Name: _____				
Phone: _____				

Clearly print your name and contact number on your personal Bingo Card and turn it in to your VPP administrative POC as soon as possible for verification once you achieve Bingo.

VPP Bingo Questions 1 – 56

**Do not tear these pages from booklet,
obtain from your VPP Administrative POC**

1. The purpose of DOE-VPP is to recognize and promote excellence in contractor occupational safety and health programs. (FACT or FICTION)
2. Participation in DOE-VPP is strictly voluntary. Additionally, any participant may withdraw from the program at any time. (FACT or FICTION)
3. DOE-VPP identifies areas where DOE contractors and subcontractors can go beyond compliance with DOE safety regulations, which involve OSHA standards. (FACT or FICTION)
4. Individual employees can voluntarily choose not to participate in VPP. (FACT or FICTION)
5. DOE-VPP was adopted on July 2, 1982. (FACT or FICTION)
6. VPP participant employees lose their rights to file complaints. (FACT or FICTION)
7. By approving an applicant for participation in DOE-VPP, DOE recognizes that the applicant is in compliance with the appropriate DOE Regulations, Orders, and Standards. (FACT or FICTION)
8. DOE-VPP facilitates continuous improvement. (FACT or FICTION)
9. While participation in the DOE-VPP is voluntary, compliance with DOE Orders and applicable Federal, State, and local laws remains an option. (FACT or FICTION)

10. Incentive programs offered to workers by the contractor will not discourage or appear to discourage reporting of injuries, illnesses, or safety concerns by workers. (FACT or FICTION)
11. DOE-VPP consists of three programs: Star, Merit, and Demonstration. (FACT or FICTION)
12. The Star Program is the entry level of DOE-VPP. (FACT or FICTION)
13. All requirements for DOE-VPP participation will be met and maintained. (FACT or FICTION)
14. Employees will not have access to the results of self-audits, appraisals, assessments, and accident investigations upon request. (FACT or FICTION)
15. Each year, by February 15, an Annual Self-Assessment report is due to DOE-HQ. (FACT or FICTION)
16. Collective bargaining unit agents must submit a signed statement of Participation. (FACT or FICTION)
17. There should be a clearly stated policy on safe and healthful working conditions that is communicated to employees at all levels. (FACT or FICTION)
18. VPP is not part of the Hanford Workers Bill of Rights. (FACT or FICTION)
19. Managers, supervisors, and employees must be held accountable for meeting their assigned responsibilities. (FACT or FICTION)
20. A reliable system must be in place to allow employees, without fear of reprisal, to report unsafe conditions. (FACT or FICTION)

21. Means for eliminating or controlling hazards are to be implemented in the following order: PPE, Administrative, Engineering, then process and or material substitution. (FICTION or FICTION)
22. Safety rules and work procedures must be developed, communicated, and understood by workers only. (FACT or FICTION)
23. Management selects bargaining unit employees to serve on committees. (FACT or FICTION)
24. A system must be in place for initiating and tracking hazard correction in a timely manner. (FACT or FICTION)
25. Workers are only responsible for their safety and health. (FACT or FICTION)
26. Managers, supervisors, and employees must know and understand the policies, rules, and procedures established to prevent exposure to hazards. (FACT or FICTION)
27. If a VPP site no longer meets Star requirements, they will become a Merit site. (FACT or FICTION)
28. All employees need to understand what to do in emergency situations, (FACT or FICTION)
29. Merit Programs are established for specific time periods, not to exceed five years. (FACT or FICTION)
30. Any applicant (company or union) may withdraw a submitted application at any time. (FACT or FICTION)
31. To remain in the DOE-VPP, a site must remain at or below their industry standard for accident injury rates. (FACT or FICTION)

32. A preventive maintenance program must be in place at a VPP site. (FACT or FICTION)
33. A system for enforcing health and safety rules is not required at a VPP site. (FACT or FICTION)
34. There is no requirement for management to be visible and available at a VPP site. (FACT or FICTION)
35. Merit Programs will typically be re-evaluated annually for the duration of the period of approval. (FACT or FICTION)
36. DOE may terminate a contractor's participation in VPP for cause. (FACT or FICTION)
37. Reinstatement of contractors or subcontractors terminated for cause shall not be considered for a period of five years following termination. (FACT or FICTION)
38. In the Merit program, DOE will terminate a contractor's participation when no significant progress is made toward the established goals. (FACT or FICTION)
39. A conditional Status maybe issued when the contractor has safety issues that could adversely affect continued Star Program qualification. (FACT or FICTION)
40. Management selects the HAMTC Safety Representatives. (FACT or FICTION)
41. DOE adopted the VPP in 1994. (FACT or FICTION)
42. By definition, a change in contractor could necessitate retirement of VPP status. (FACT or FICTION)

43. An incoming contractor may retain interim VPP status for up to a 24-month transition period. (FACT or FICTION)
44. The onsite review team will be arranged at the mutual convenience of the team leader and the applicant site. (FACT or FICTION)
45. DOE-VPP Star re-certifications occur every five years. (FACT or FICTION)
46. VPP promotes an actively caring safety culture. (FACT or FICTION)
47. VPP measures effluent discharge water monitoring. (FACT or FICTION)
48. Every employee has the right to STOP WORK if unsafe conditions are identified. (FACT or FICTION)
49. Statistics show VPP sites have injury and illnesses reduced by 50%. (FACT or FICTION)
50. If you observe an unsafe act, you are not required to report it. (FACT or FICTION)
51. Contractors at VPP sites receive a monetary reward when recognition is attained. (FACT or FICTION)
52. DOE-VPP sites are exempted from fines. (FACT or FICTION)
53. VPP sites are required to have a written health and safety program in accordance with 10 CFR 851. (FACT or FICTION)
54. Safety committee members from sites with a collective bargaining agreement are selected by management. (FACT or FICTION)

55. CHPRC is a member of the Voluntary Protection Program Participants Association (VPPPA). (FACT or FICTION)
56. CHPRC encourages employee involvement in safety and health programs. (FACT or FICTION)

Game 2 - VPP Football

Notifications will be made to employees before the start of the VPP Football game.

Game: Find the VPP Football

Activity: Randomly distributed throughout the pocket guide you will find 15 mini football images immediately following various employee involvement (micro) messages. Write a brief description of the message preceding each football on the form obtained from your VPP Administrative POC.

Upon completion, turn your form into your VPP Administrative POC. At the end of the game, winners names will be drawn from all those who participated in the game. The number of prizes available will be announced prior to the start of the game.

Submit your responses on the game form
provided for a chance to **WIN!**

TOUCHDOWN!!!



*Game forms will only be available from your
VPP Administrative POC's.*

Game 3 - VPP Lucky Passport

Notifications will be made to employees before the start of the VPP Football game.

We are Lucky because:

- CHPRC is a currently a VPP merit site working toward achieving Star Status.
- Of the 27.5 million businesses in the U.S., only 3000 are participating in VPP.
- From statistical safety criteria, CHPRC employees are eligible to participate in VPP.
- Employee ownership is critical to a successful safety and health program.
- VPP sites have good things happening. CHPRC values maintaining a safe working environment.



Game: Are you Lucky?

Activity: In your own words, explain how you are involved in safety and health for a chance to win a prize. Turn in your response to the VPP Administrative POC and see how Lucky you are.

Everyone who participates in the game will have a chance to win and be a Lucky “Winner.” The number of prizes available will be announced prior to the start of the game.

Do not submit responses prior to start date.

Game forms will only be available from your VPP Administrative POC's.

Meet Your CHPRC VPP POC's

Driver: Jack Griffith

Passenger: Terry Vaughn

Back seat: Barbara Williams

Destination STAR

VPP MERIT status is a stepping-stone to STAR status for contractors and subcontractors that have good safety and health programs. In our efforts to achieve STAR status, CHPRC will:

- ★ DOE HQ initial review (completed 3/2011)
- ★ Achieved MERIT status (7/2011)
- ★ Scheduled DOE HQ re-evaluation (4/2013)
- ★ Complete MERIT goals identified in review (in progress)
- ★ Destination STAR: when MERIT goals are achieved to DOE's satisfaction

**DESTINATION
STAR**

**10 MONTHS
AND
COUNTING**



**Target
Zero**



CH2MHILL
Plateau Remediation Company

Meet the CHPRC

VPP Core Leadership Team:

Jack Griffith VPP Co-Lead; HAMTC Safety Rep Desk: 509-373-5157 Cell: 509-539-7728	Barbara Williams VPP Co-Lead; CHPRC VPP Coordinator Desk: 509-376-2518 Cell: 509-438-1488
Terry Vaughn Safety, Health, Security & Quality Vice President Desk: 509-376-5408 Cell: 509-420-3914	Tom Bratvold Safety, Health, Security & Quality Deputy Vice President Desk: 509-373-2360 Cell: 509-539-0859
Mark Hughey Occupational Safety/ Industrial Hygiene/Fire Protection Director Desk: 509-373-2874 Cell: 509-438-9404	Kim Roueché OS&IH/VPP Program Manager Desk: 509-372-3310 Cell: 509-438-6759
Chris Thursby Principle Safety Specialist/VPP Senior Advisor Desk: 509-376-6116 Cell: 509-378-2593	Jill Molnaa Lead HAMTC Safety Representative Desk: 509-373-1803 Cell: 509-546-1644

For website questions or assistance:

Tami Keas

OS&IH/VPP Website Support/VPP Admin POC

Desk: 509-373-1622

Email: [Tami L Keas@rl.gov](mailto:Tami.L.Keas@rl.gov)

OS&IH/2420 VPP POC

Sara Austin

2420 EZAC Chair

Desk: 509-376-4339

Cell: 509-438-1461

Meet the rest of the VPP Steering Committee Team

Decommissioning, Waste, Fuels & Remediation Services

Dave Levinskas Desk: 509-372-3855 Cell: 509-554-9137	Jerry Todd (HAMTC) Desk: 509-373-6319 Cell: 509-551-0382
Mark Whitten (CWC, LEF, CSB & WESF) HAMTC Safety Representative Desk: 509-373-5157 Cell: 509-539-7728	Jack Griffith (WRAP, T-Plant, FFTF S&M) HAMTC Safety Representative Desk: 509-373-5157 Cell: 509-539-7728
Lora Ketter Secretary Desk: 509-373-4467 Cell: 360-220-2191	

100K Area

Dave Edwards VPP Co-Lead; D&D Project VPP Coordinator Desk: 509-373-4429 Cell: 509-438-7034	Karin Flannery (HAMTC) Desk: 509-942-6780 Cell: 509-531-6341
Ronnie Feil (100K) Administrative Specialist Desk: 509-373-4551 Cell: 509-586-1288	Frank Vargas HAMTC Safety Representative Desk: 509-373-0610 Cell: 509-619

Sludge Treatment Project (STP)

Mary Cole Project Administrator; EZAC Co-Chair Desk: 509-372-8711 Cell: 509-947-5555	Carolyn Johnson Clerk Desk: 509-376-4665
Frank Vargas HAMTC Safety Representative Desk: 509-373-0610 Cell: 509-619	Hans Showalter HAMTC Safety Representative Desk: 509-373-2205 Cell: 509-308-8913

Soil & Groundwater Remediation Project (S&GRP)

Cheryle Brasker Safety Specialist Desk: 509-376-9146 Cell: 509-366-3309	Dan Erickson - HAMTC Desk: 509-373-4803 Cell: 509-627-9262
Michelle Toews Administrative Assistant Desk: 509-376-0877	Kriss Weeks HAMTC Safety Representative Desk: 509-373-2499 Cell: 509-308-7240

Plutonium Finishing Plant (PFP)

Stacey Dabler Project POC Desk: 509-373-4741 Cell: 859-803-5904	Buddy Rust (HAMTC) Desk: 509-373-2564 Cell: 509-378-9713
Hans Showalter HAMTC Safety Representative Desk: 509-373-2205 Cell: 509-308-8913	John Hendry HAMTC Safety Representative Desk: 509-373-5579 Cell: 509-205-8051
Lori Derryberry Secretary Desk: 509-376-6841	

Engineering Projects & Construction (EPC)/Construction Services

Christine Sumner Project Administrator Desk: 509-372-3692 Cell: 509-947-4801	Kelly Clark Construction Desk: 509-376-5285 Cell: 509-438-8892
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Building Trades

Communications

Steve Maki Building Trades Safety Representative Desk: 509-373-7420 Cell: 509-438-2116	Lynn Tegeler Desk: 509-376-4625 Brenda Kenton – Safety Desk: 509-376-5750 Cell: 509-539-6838
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VPP is not new. It is integrated into our Day-to-Day Activities.

How are employees involved in VPP?

1. Pre-Job/Post-Job Meetings
2. Automated Job Hazard Analysis
3. EZAC/PZAC Meetings
4. Training of Employees (OJT)
5. Safety Committees
6. Hazard Review Board
7. SAC Calls
8. Safety Inspections
9. Accident Investigations
10. Critiques
11. Safety EXPO
12. Approved Community Outreach Programs
13. Emergency Preparedness Activities
14. Executive Safety Review Board
15. EMS Challenges
16. Hazard Identification & Resolution
17. Employee Observation Programs
18. Management Steward Meetings
19. All Employee Meetings

Region X VPPPA Representative

Jack Griffith, Director at Large



Hanford Site VPP Champions Co-chairs:

Jack Griffith—(509)373-5157

Barbara Williams—(509) 376-2518

For more information on VPP visit:

www.regionxvpppa.org

www.hss.energy.gov/healthsafety/wsha/vpp/

www.vpppa.org/

www.hanford.gov/page.cfm/VPP

www.osha.gov/dcsp/vpp/all_about_vpp.html

Meet Your HAMTC Safety Representatives & Health Advocate



Left to Right

Health Advocate: Kirk Domina

HAMTC Safety Representatives: Frank Vargas, Hans Showalter, Kriss Weeks, Jill Molnaa, John Hendry, Mark Whitten, Jack Griffith

Our message: VPP is not another “flavor of the month” program; it’s been at the Hanford site for over 14 years. It provides employees an opportunity to be involved in decisions that affect their safety and health. By having a questioning attitude, identifying and resolving hazards, participating on safety committees, and exercising Stop Work when necessary, you are contributing in our quest to attain DOE-VPP Star.